

## MILPERSMAN 1306-1600

### HOSPITALIZATION OF ENLISTED PERSONNEL

<b>Responsible Office</b>	NAVPERSCOM (PERS-4821)	Phone:	DSN	882-3229
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<b>References</b>	(a) NAVMED P-117, Manual of the Medical Department (MANMED)
	(b) OPNAVINST 5350.4C
	(c) DOD 7000.14-R, Department of Defense Financial Management Regulation (DODFMR)
	(d) NAVSO P-6034, The Joint Federal Travel Regulations (JFTR), Volume 1, Appendix J
	(e) BUPERSINST 7040.6
	(f) BUMEDINST 6320.1E

<b>Exhibits</b>	1. Change of Status from TEMADD to TEMDU under Treatment
	2. MTF Modification of Transfer

1. **Background.** The purpose of this article is to provide standard procedures for ordering, accounting, and transferring records of members hospitalized while assigned to a permanent duty station (PDS) or temporary duty (TEM DU) station, while in a leave or liberty status, or while traveling under permanent change of station (PCS) orders.

#### 2. **Definitions**

a. **Naval Medical Treatment Facility (MTF).** An activity of the naval establishment assigned the primary mission of providing medical care. Examples: Naval Hospitals (NAVHOSPs), Naval Medical Centers (NAVMEDCENS), Branch Medical Clinics (BRMEDCLINICs), Branch Clinics, and Medical Departments.

b. **Non-Naval MTF.** An MTF, foreign or domestic, federal or civilian, not falling within the definition of "naval MTF."

c. **Outpatient Medical Board.** Reference (a) provides for medical boards to be completed on an outpatient basis. This applies only to members who have not been admitted to the NAVHOSP in a temporary additional duty (TEMADD) or TEMDU status.

d. **Hospitalization.** Admission to any MTF for inpatient treatment or admission to a resident treatment program at a Substance Abuse Rehabilitation Program (SARP).

e. **Duty Station.** The activity to which the member was attached at the time of hospitalization.

f. **Limited Duty (LIMDU).** When a medical board has determined that a member is temporarily not physically qualified to perform full duty, but return to full duty is anticipated, the member shall be assigned to a non-deploying activity and to duties that will not aggravate the temporary physical limitations. For complete information consult reference (a), chapter 18.

3. **Hospitalization in a Naval MTF.** Commanding officers (COs) shall issue individual orders for each member transferred TEMADD or TEMDU to a naval MTF. These orders shall be prepared prior to effecting the transfer, or as soon as circumstances permit.

a. **When a member in a leave or liberty status** is hospitalized, the MTF shall report the circumstances as soon as possible to the member's CO so that TEMADD or TEMDU orders may be issued. This information should be provided to ensure receipt by the member's CO prior to the normal expiration of the member's leave or liberty.

b. **When a member in a transient status** is hospitalized, the MTF shall report the circumstances to the

(1) **CO of the next duty station** to which the member was ordered to report; and

(2) **Assignment Control Authority (ACA)** (Navy Personnel Command (NAVPERSCOM),

- Enlisted Distribution Division (PERS-40);
- Enlisted Personnel Readiness and Support Branch (PERS-4013C1); or
- Reserve Personnel Services (PERS-4912)).

4. **TEMADD Under Treatment (UNTREAT) in a Naval MTF**

a. **Preparation.** The CO of a member's duty station shall prepare TEMADD UNTREAT orders (**NAVPERS 1320/16 (Rev. 11-87), Temporary Additional Duty (TEMADD) Travel Order**) under the following circumstances:

(1) **Resident Treatment Programs.** Member is transferred to a resident treatment program at a SARP. Time limits in this article do not apply to these programs. For complete information consult reference (b).

(2) **Hospitalization less than 60 Days while on Sea Duty.** Member is serving on sea duty (Type Duty Code "2" or "4"), the period of hospitalization is expected to be less than 60 days, and the ship or unit is not scheduled to depart the area for an **extended period** while the member is hospitalized.

(a) For the purpose of this article, an **extended period** is defined as deployment of more than 60 days.

(b) The MTF shall advise the CO as soon as possible if member is expected to remain UNTREAT longer than 60 days.

(c) After 30 days, the CO has the option to assign member TEMDU to the MTF.

(3) **Hospitalization less than 91 Days while on Shore Duty.** Member is serving on shore duty (Type Duty Code "1," "3," or "6") and the period of hospitalization is expected to be less than 91 days. This category includes all members serving ashore for duty, duty under instruction (DUINS), TEMDU, and temporary duty under instruction (TEMDUINS).

(4) **Hospitalization while Performing Hazardous Duty or Diving Duty.** Member is performing hazardous duty or diving duty, is receiving incentive pay as authorized by reference (c), and is hospitalized as a result of injury or incapacitation incurred during the performance of such duty. Members in this category shall remain under TEMADD orders until one of the following occurs, whichever comes first:

(a) Treatment is completed and member returns to PDS.

(b) Member is found unfit for duty by appropriate medical authority.

(c) Three calendar months elapse as defined by reference (c).

b. **Content of TEMADD UNTREAT Orders.** TEMADD UNTREAT orders shall permit only one round trip and must cite appropriate TEMADD accounting data.

(1) In cases where TEMADD accounting data must be requested from an administrative commander and it cannot be cited at the time of transfer, COs may issue TEMADD UNTREAT orders containing a statement that accounting data will be forwarded to the naval MTF by separate action as soon as possible.

(2) Members will not be transferred to MTFs under "no-cost" orders, except as noted below.

(a) When members are transferred to an MTF within the vicinity of their PDS (as defined in reference (d)) and government transportation to and from the MTF is directed.

(b) TEMADD UNTREAT orders may be prepared without accounting data so long as the following mandatory statement appears in the orders:

**"THIS ORDER IS ISSUED WITHOUT ACCOUNTING DATA SINCE IT APPEARS THAT IT CAN BE EXECUTED WITHOUT COST. IF COSTS ACCRUE ADVISE YOUR COMMANDING OFFICER."**

c. **Endorsement.** The officer in charge (OIC) of the Personnel Support Activity Detachment (PERSUPP DET) supporting the MTF where a member is hospitalized shall prepare a memorandum endorsement containing the time and date of admission and release from the MTF.

5. **Change of Status from TEMADD to TEMDU UNTREAT in a Naval MTF.** The CO of a NAVMEDCEN or NAVHOSP shall immediately direct the change of status from TEMADD to TEMDU and notify the **parent command** by **message** not later than the next day, **info** the **supporting PERSUPP DET** (Exhibit 1 refers) when

a. members serving on sea duty (Type Duty Code "2" or "4") are being processed by an outpatient medical board, and the opinion of the medical board is that member is not fit for duty.

b. there is a change of status to TEMDU for treatment. The naval MTF will submit TEMDU for treatment **message** to the **ultimate duty station**, any **intermediate duty stations**, and the **ACA**.

c. the period of hospitalization will exceed the time limits set by this article.

d. the member exceeds, or is expected to exceed, the time frame established by this article.

e. a determination is made that the member is no longer fit for full duty and a medical board is anticipated. This applies only in cases where the member is permanently assigned to a ship or mobile unit, or is permanently assigned to a command outside the geographic area of the MTF.

f. the member is permanently assigned to a ship or mobile unit, and the command departs from the area for a deployment greater than 60 days.

**NOTE:** In cases requiring a line of duty investigation (LODI), take no action to change a member's status until a copy of the investigation is received by the cognizant MTF.

6. **TEMDU UNTREAT in a Naval MTF.** Upon receipt of notification from a MTF that a member's status has changed, the CO of the parent command or the supporting PERSUPP DET, as appropriate, shall prepare TEMDU UNTREAT orders (standard transfer order (STO)), and detaching endorsement.

a. **Preparation.** The orders; detaching endorsement; service, medical, dental, and pay records; and transfer evaluation; shall be forwarded to the PERSUPP DET servicing the MTF not later than 5 working days after receipt of notification.

b. **Content of TEMDU UNTREAT Orders.** TEMDU UNTREAT orders shall direct transfer to the MTF for accounting category code (ACC) 370 for **TEMDU (UNTREAT)**.

(1) TEMDU UNTREAT orders must cite appropriate accounting data from reference (e).

(2) Members will not be transferred to MTFs for TEMDU UNTREAT at "no-cost."

c. **Endorsement.** The OIC of the PERSUPP DET supporting the MTF where a member is hospitalized shall use

- NAVCOMPT 3068-6C (Rev. 9-76), Reporting (Arrival) Endorsement to Orders; **and**
- NAVCOMPT 3067-6C (9-76), Detaching (Departing) Endorsement to Orders; **or**
- the appropriate Pay and Personnel Source Data System (SDS) event

to endorse TEMDU UNTREAT orders with time and date of admission and release from the MTF.

d. **Provisions for Transient Personnel.** When a member is hospitalized while en route to a temporary or PDS, the OIC of the PERSUPP DET supporting the MTF where the member is hospitalized shall use NAVCOMPT 3068-6C or the appropriate SDS event to endorse the PCS order under which the member was traveling to reflect admission to the MTF and receipt of the member for TEMDU UNTREAT.

(1) The NAVHOSP will notify the ultimate duty station and any intermediate duty stations of the member's hospitalization and estimated length of hospitalization, and provide updates as appropriate.

(2) In the event the unexecuted portion of the member's PCS order is cancelled by the ACA, an entry in the remarks section of NAVCOMPT 3068-6C shall so state and cite the authority for the order cancellation.

7. **Hospitalization in a Non-Naval MTF.** Any naval activity, upon learning of a Navy member hospitalized in a non-naval MTF, must immediately notify the following:

**Military Medical Support Office (MILMEDSUPPOFF)**  
**Great Lakes, IL**  
**COM Toll Free (888) 647-6676**  
**DSN 792-3950**  
**FAX (847) 688-3905**

The responsibilities of the MILMEDSUPPOFF are defined in reference (f).

**a. The MILMEDSUPPOFF will**

- (1) notify all commands concerned of the member's status;
- (2) designate the NAVHOSP with a patient account responsible for the member;
- (3) designate the nearest naval activity with a medical department responsible for personal contact and liaison with the member; and
- (4) direct appropriate orders, endorsements, records, and accounts be forwarded to the PERSUPP DET servicing the NAVHOSP.

**b. The designated naval MTF will**

- (1) maintain liaison with the non-naval MTF and the member. The NAVHOSP will monitor and account for the member; however, the MILMEDSUPPOFF still retains ultimate responsibility for monitoring and accounting.
- (2) ensure command functions necessary for proper administration of the member are performed (e.g., line of duty investigations).
- (3) coordinate with the non-naval MTF to ensure timely release and transfer to the appropriate MTF or VA hospital.
- (4) notify the PERSUPP DET servicing the NAVHOSP when the member is released from the non-naval MTF and advise the PERSUPP DET of the disposition of the member following hospitalization in the non-naval MTF.
- (5) designate the MTF responsible for the member.
- (6) notify all commands concerned of the member's status, and
- (7) direct that service, pay, and health records be forwarded to the PERSUPP DET supporting the responsible MTF.

**NOTE:** See MILPERSMAN 1050-050 regarding leave while sick in quarters (SIQ) or hospitalized by civilian physician.

c. **Content of Orders.** COs shall prepare and forward individual orders as set forth in this article. Orders shall direct transfer to the responsible MTF for

- (1) TEMADD UNTREAT,
- (2) TEMDU UNTREAT at a non-military MTF (ACC 372), or
- (3) TEMDU UNTREAT at other uniformed service MTF (ACC 373).

d. **Records and Accounts.** A member's records and accounts shall be maintained by the PERSUPP DET supporting the NAVHOSP. The PERSUPP DET will gain the member

- TEMADD UNTREAT,
- TEMDU UNTREAT at a non-naval MTF (ACC 372), or
- TEMDU UNTREAT at other Uniformed Service MTF (ACC 373) in the NAVHOSP (Patients/Others) account,

as appropriate.

8. **Hospitalization in a Non-Naval U.S. Military MTF Overseas.** COs shall prepare and forward individual orders as set forth in this Article.

a. **Orders.** Orders shall direct transfer to the responsible Navy overseas area commander for TEMADD UNTREAT, or TEMDU UNTREAT at a uniformed service MTF (ACC 373).

b. **Records and Accounts.** A member's records and accounts shall be maintained by the PERSUPP DET supporting the responsible Navy overseas area commander.

c. **Liaison.** The Navy overseas area commander

(1) will maintain liaison with the non-naval MTF and the member.

(2) will notify the member's parent command of hospitalization, when appropriate.

(3) will ensure command functions necessary for proper administration of the member are performed (for example, line of duty investigations).

(4) will notify the supporting PERSUPP DET when the member is released from the MTF.

(5) may request another Navy activity nearer to the non-naval MTF to perform these liaison functions.

d. **Foreign MTFs.** When a member is hospitalized in a foreign MTF, COs shall transfer the member to the **U.S. Consul** for accountability and inform the **Bureau of Medicine and Surgery (BUMED) (BUMED-331)** by **message**. This message must include all known facts and an estimate of the duration of the hospitalization. The **U.S. Consul and the Navy overseas area commander** must be included as **information addressees** on this message report.

e. **Content of Orders.** Orders shall direct transfer to the U.S. Consul for TEMADD UNTREAT or TEMDU UNTREAT at a non-military MTF (ACC 372).

f. **Records and Accounts.** A member's records and accounts shall be retained by the unit or activity to which the member is assigned.

(1) When a unit is about to depart the area where the member is hospitalized, records shall be forwarded to the nearest U.S. Consul.

(2) The U.S. Consul shall be furnished with a complete history of the case and will be requested to cooperate with the attending physician in charge at the hospital to arrange for transportation of the member, with records, to the nearest U.S. naval activity.

#### **9. Transfer of Patients between NAVHOSPs, and from a NAVHOSP to Another Armed Forces Hospital**

a. **Cost Transfer.** Reference (a) provides for transfer of patients between NAVHOSPs and other Armed Forces hospitals. Patients may be transferred between Armed Forces MTFs to facilitate recovery or to effectively use available bed space. Such transfers shall be effected at government expense.

b. **No-Cost-to-the-Government Travel Authorization.** When a patient in a TEMDU UNDERTREAT status desires transfer between NAVHOSPs, or from a NAVHOSP to another Armed Forces hospital, and such transfer is considered by the CO of the hospital to be unnecessary for medical reasons, the patient may request a transfer for personal reasons. A request shall be submitted utilizing NAVPERS 1306/7 (Rev. 1-03), Enlisted Personnel Action Request per criteria set forth below:

(1) If the transfer is between NAVHOSPs located in the same geographical area, the request shall be submitted to the PERSUPP DET via the receiving CO.

(2) If the transfer is between NAVHOSPs located in different geographical areas, or from a NAVHOSP to another Armed Forces hospital, requests shall be submitted to **NAVPERSCOM (PERS-40)** via the

- CO of the NAVHOSP,
- supporting PERSUPP DET, and
- BUMED (BUMED-331).

(3) The forwarding endorsement by CO of the NAVHOSP shall

- make a specific recommendation regarding approval/disapproval,
- estimate the remaining period of hospitalization, and
- address humanitarian considerations of the requested transfer and whether the transfer would alleviate the conditions.

(4) A statement that following service record entry has been made:

"I understand that if my request for transfer from a naval hospital to (another naval hospital/Armed Forces Hospital) is authorized, it will be as a result of my own request for my personal convenience, and is to be made at no-cost-to-the-government. I further understand that I shall not be entitled to reimbursement for any expenses connected therewith, and government transportation, including the use of Air Mobility Command, is not authorized for myself/my family members. I shall not be entitled to payment of dislocation allowance and my transfer will be made during a leave period with no proceed or travel time authorized."

10. **Assignment of Personnel upon Completion of Hospitalization or Treatment.** While TEMADD members will be returned to their parent command by the PERSUPP DET servicing the NAVHOSP, the disposition of TEMDU members will be resolved under the provisions provided in this article.

a. In view of the MTF's limited quarters for staff, patients, and medical holding company personnel, members may, but are not required to, be assigned to the nearest Transient Personnel Unit (TPU)/Others activity in a TEMADD status while awaiting medical board processing or other appropriate disposition upon completion of hospitalization.

b. These TEMADD assignments do not shift the management responsibility from the NAVHOSP to the TPU/Others activity that may berth and employ these members.

c. The MTF shall advise the servicing PERSUPP DET of status changes of members upon occurrence and shall provide the servicing PERSUPP DET with a copy of the medical board immediately upon being signed by the convening authority (CA).

d. COs of MTFs may authorize separation of members who have less than 3 months remaining obligated service (OBLISERV) who indicate they don't desire to reenlist.

(1) Cite MILPERSMAN 1910-102 as authority in effecting such separation.

(2) The PERSUPP DET servicing the NAVHOSP will change the member's status to ACC 380 and effect the discharge within 7 days.

e. The PERSUPP DET servicing the NAVHOSP will transfer the member to the nearest TPU/Others activity no later than the next working day following receipt of notification of fit for full duty.

f. The PERSUPP DET servicing the TPU/Others activity will receive the member in ACC 320 and submit the availability report on the date of receipt.

g. Per reference (a), the established time frame for processing a medical board is 20 calendar days. To ensure this timeliness is observed, COs of MTFs will retain members on board pending completion of local medical board processing.

h. The PERSUPP DET servicing the NAVHOSP will change the member's status to ACC 355, establish a tickler, and advise the

NAVHOSP by message with information copies to

- NAVPERSCOM, Enlisted Personnel Readiness and Support Branch (PERS-4013/TMU),
- NAVPERSCOM, Disability Retirement/LIMDU Section (PERS-4821/TMU), and
- BUMED (BUMED-311),

if the medical board is not received within 25 days from effective date of status, and every week thereafter.

i. No later than the next working day following the date the Medical Board Report is signed by the CA, the following action will be taken:

(1) If the medical board authorized discharge of the member due to physical disability existing prior to entry and does not require approval of higher authority, the PERSUPP DET servicing the NAVHOSP will change the member's status to ACC 380 and effect the discharge within 7 days.

(2) If the medical board approved a first period of LIMDU for 6 months or less, the PERSUPP DET servicing the NAVHOSP will effect the transfer of the member to the nearest TPU/Others activity. The PERSUPP DET servicing the TPU/Others activity will receive the member in ACC 320 and submit the availability report on the date of receipt.

(3) If the signed Medical Board Report recommended departmental review by NAVPERSCOM (PERS-4821) or Physical Evaluation Board (PEB) proceedings, the PERSUPP DET servicing the NAVHOSP will effect the transfer of the member to the nearest TPU/Others activity. The PERSUPP DET servicing the TPU/Others activity will receive the member in ACC 355.

j. The transfer stipulated above does not apply to members who are not in an ambulatory status, in need of nursing procedures, dietary care, or special treatment not normally available outside the NAVHOSP.

(1) Should a member report to the TPU/Others activity whose apparent condition is questionable, the CO of the TPU/Others activity shall immediately contact Head, Patient Administration Department of the NAVHOSP.

(2) Head, Patient Administration Department will resolve questionable cases within the best interests of the member concerned, the TPU/Others activity, and the NAVHOSP.

(3) In cases where the member remains on board the NAVHOSP pending further treatment or follow-up action upon completion of medical board processing, the PERSUPP DET servicing the NAVHOSP will take appropriate actions regarding ACC change and availability submission.

11. **Disposition of Records**. COs effecting transfer of members to a NAVHOSP or non-NAVHOSP will effect disposition of their records per MILPERSMAN 1070-120.

12. **Out-Patient Medical Boards**. Outpatient medical boards apply only to members who have not been admitted to the MTF in a TEMADD or TEMDU status.

**a. Awaiting Results**

(1) Members will be transferred to the TPU/Others activity nearest the NAVHOSP in a TEMDU status awaiting results of a medical board (ACC 355), provided **all** the following provisions apply:

(a) When it is of the opinion of the medical board that the member is not fit for full duty.

(b) The member is permanently attached to a command classified as Arduous Sea Duty (Type Duty Code "2") or Overseas Sea Duty (Type Duty Code "4").

(c) The member is in an ambulatory status and is not in need of nursing procedures, dietary care, or special treatment not normally available outside the NAVHOSP.

(d) Medical condition does not warrant Convalescent Leave. (Convalescent Leave will not be granted en route to the TPU/Others activity.)

(e) Berthing is not available at the MTF.

(2) The following guidelines apply:

(a) The MTF will issue memorandum orders directing the member to report to the TPU/Others activity nearest the MTF to await medical board and availability processing.

(b) If the member reported with funded TEMADD orders for the purpose of travel reimbursement, the MTF will prepare a memorandum endorsement to the orders.

(c) The MTF will notify the **parent command** by **message** of the transfer and direct the parent command to forward the member's records and accounts to the appropriate PERSUPP DET servicing the TPU/Others activity with TEMDU orders and endorsements. Format provided in Exhibit 2 will be used.

(d) The parent command will comply with the transfer of the member within 5 working days to ensure expeditious processing of members through the transient pipeline. The parent command will additionally advise all concerned the date and method of transfer of records and accounts, and any mail delays anticipated, if applicable.

**b. Members Found Not Fit for Full Duty by an Outpatient Medical Board, Who will be Retained by the MTF**

(1) A member permanently attached to a command classified as Arduous Sea Duty (Type Duty Code "2") or Overseas Sea Duty (Type Duty Code "4") will be gained in a TEMDU status at the MTF, vice transferred to the nearest TPU/Others activity under **any** of the following circumstances:

(a) The member is not in an ambulatory status, is in need of nursing procedures, dietary care, or special treatment not available outside the NAVHOSP.

(b) Medical condition warrants Convalescent Leave. (Convalescent Leave will not be granted en route to the TPU/Others activity).

(c) Berthing is available at the MTF. (In this case the member should be transferred to the nearest TPU/Others only after the Medical Board Report has been signed.).

(d) Members assigned to sea duty commands at Naval Weapons Station, Charleston, SC may be gained to NAVHOSP, Charleston patient account (UIC: 31647) TEMDU (ACC: 355) to await final outcome of medical board proceedings when directed by NAVHOSP, Charleston.

**(2) Additional Actions Required upon Notification of Medical Board Proceedings**

(a) The parent command will submit the diary loss entry or appropriate SDS entry and comply with MILPERSMAN 1306-108, Enlisted Manning Inquiry Report (EMIR), as warranted.

(b) The PERSUPP DET servicing the TPU/Others activity will submit the appropriate diary gain placing the member in

ACC 355 and will establish a tickler to ensure records and accounts are received. Appropriate **tracer action** shall be initiated via **message** should the records not be received within **10 days** after the member reports, with follow-up tracers initiated weekly. Ensure appropriate **information addressees**,

- parent command,
- immediate superior in command (ISIC),
- NAVHOSP, and
- NAVPERSCOM (PERS-4013/TMU),

are advised of failure of the parent command to comply with the guidelines herein.

(c) The MTF will ensure a copy of the medical board's reports are forwarded to the PERSUPP DET servicing the TPU/Others activity as specified by reference (a).

(d) PERSUPP DET will submit via **message** a weekly status request listing all members who reported on board without a copy of the Medical Board Report. Weekly status request must be submitted to the **appropriate MTF**, with **information copy** to

- NAVPERSCOM (PERS-4013/TMU),
- NAVPERSCOM (PERS-4821/TMU), and
- BUMED (BUMED-311).

Members will remain on the weekly status request until a copy of the Medical Board Report is received onboard.

(e) PERSUPP DET will submit via **message** a monthly status request listing all members whose medical board has been referred to the PEB and findings are not received on board. Monthly status request must be submitted no later than the first week of the month to the **PEB Liaison Officer (PEBLO) at the MTF where the medical board was originated**, with **information copy** to

- Director, Naval Council of Personnel Boards (DIRNCPB),
- NAVPERSCOM (PERS-4013/TMU),
- NAVPERSCOM (PERS-4821/TMU), and
- BUMED (BUMED-311).

Members will remain on the monthly status request until the results of PEB proceedings are received on board.

c. **Chief Petty Officers (CPOs) (E-7 - E-9) found Not Fit for Full Duty.** To ensure that CPOs are assigned to positions commensurate with their paygrade while awaiting the results of a medical board, the following requirements, in addition to the guidelines prescribed in this article, should be followed:

(1) NAVHOSP will request the previous CO to provide a recommendation for the work assignment of a CPO by **message** simultaneous upon transfer to the TPU/Others activity.

(2) This work assignment may be the member's previous duty station ISIC, administrative commander, or other shore duty component of their chain of command.

(3) To protect the member's health, such work assignment cannot aggravate the medical condition. Ultimate work assignment will be made by the TPU/Others activity.

(4) During this work assignment, the member remains attached to the TPU/Others activity in a TEMDU status and must be readily available for medical consultation, treatment, availability processing, and transfer when required.

EXHIBIT 1

CHANGE OF STATUS FROM TEMADD TO TEMDU UNTREAT

(Use the proper message format containing the following.)

FROM NAVMEDCEN PORTSMOUTH VA//JJJ//  
TO USS OBANNON  
INFO COMNAVPERSCOM MILLINGTON TN//PERS-4821/TMU//  
PERSUPP DET PORTSMOUTH VA//JJJ//  
UNCLAS//N01306//  
SUBJ/TEM DU FOR TREATMENT TRF ICO ET2 JOHN P. JONES, USN, SSN  
(XXXX-XX-1234, LAST FOUR ONLY)//  
MSGID/GENADMIN/CMD PLA//  
REF/A/DOC/CNPC/date//  
AMPN/MILPERSMAN 1306-1600//  
RMKS/1. STATUS OF SNM CHANGED FROM TEMADD TO TEMDU EFFECTIVE  
0800, 26JUN07. REASON FOR CHANGE: EST PERIOD OF HOSP EXPECTED  
TO EXCEED TIME LIMITS EST REF A. (OR PROVIDE APPROPRIATE  
GUIDELINE OR REF A.)  
2. REQ TEMDU ORDERS AND DET END EFF 0800, 26JUN07. FWD STO, TRF  
EVAL, DET END, SERPAHEL TO PERSUPP DET PORTSMOUTH VA. ENSURE  
DIARY LOSS SUB PER DMRSMAN.  
BT

EXHIBIT 2

MTF MODIFICATION OF TRANSFER

(Use the proper message format containing the following.)

FROM NAVMEDCEN PORTSMOUTH VA//JJJ//  
TO USS OBANNON  
INFO COMNAVPERSCOM MILLINGTON TN//PERS-4821/4013C1/TMU//  
TPU NORFOLK VA//JJJ//  
PERSUPP DET NAVSTA NORFOLK VA//JJJ//  
UNCLAS //N01306//  
SUBJ/TEM DU TRF ICO QMC U.S. GRANT, USN, SSN (XXXX-XX-1234, LAST  
FOUR ONLY)//  
MSGID/GENADMIN/CMD PLA//  
REF/A/DOC/CNPC/date//  
AMPN/MILPERSMAN 1306-1600//  
RMKS/1. OUTPATIENT MED BD DICTATED 08MAY07 ICO SNM. MEMO ORDERS  
ISSUED PER REF A DIR SNM TO RPT NLT 1200, 08MAY07 TO TPU NORFOLK.  
A. EFF TIME/DATE OF TRF: 0900, 08MAY07.  
B. TPU POC/ADDRESS: MACM FOWLER, 743-3385/TPU NORFOLK VA  
(ATTN: BKS 32).  
C. SERVICING PERSUPP DET POC/ADDRESS: MRS SMITH,  
473-2710/PERSUPP DET NAVSTA NORFOLK VA.  
D. ISSUE TEMDU ORDERS TO: TPU NORFOLK VA (OTHERS)  
(UIC: 32002) ACC: 355.  
2. FWD ORDERS, DET END, TRF EVALS, AND SERPAHEL REC TO  
PERSUPP DET NAVSTA NORFOLK WITHIN 5 WORKING DAYS OF REC THIS MSG.  
SUBMIT DIARY LOSS EVENT. ADVISE MSG DATE AND METHOD OF TRF OF  
RECORDS AND ACCOUNTS AND ANY MAIL DELAYS ANTICIPATED IF  
APPLICABLE.  
3. (FOR E-7 - E-9 PERSONNEL ONLY) PROVIDE TPU NORFOLK WITH REC  
FOR MEMBER'S WORK ASSIGNMENT PER REF A.//  
BT